

## **Overview of Promotion and/or Tenure Process and Timeline**

### **Early March**

Memo from the Associate Dean is sent to all department chairs and initiates all faculty review processes for the current academic year.

### **Early April**

Faculty subject to promotion and tenure (accelerated or mandatory) and promotion to full professor must submit the following to the Coordinator of Faculty Affairs ([y.demaree@louisville.edu](mailto:y.demaree@louisville.edu)) in the Dean's Office. (See online Faculty Affairs Calendar for exact dates)

- list of 12 potential extramural reviewers as WORD attachment
- the list of materials to be reviewed as WORD attachment
- electronic copy of all review materials, if possible. If not, four printed copies of materials for review
- electronic copy of a current CV
- Verification of Extramural Reviewers form signed by the chair and reviewee

### **Required Document Details**

**The List of Potential Extramural Reviewers** required information is as follows:

- Name, rank, university, city, state, zip code, phone and e-mail address for each reviewer
- A brief annotation of each entry (e.g., edits journal in field; wrote book on...) - Indication of the relationship of the potential reviewer to the candidate

*Extramural reviewers should be recognized authorities...who have no bias either for or against the reviewee. A recognized expert in the field who is a personal friend or a former mentor of the reviewee, for example, would not be an appropriate extramural reviewer. Neither would a co-author or a close collaborator." (Dean's Guidelines)*

### **Organization of Materials to be Submitted for Extramural Review**

The **List of Materials to be Submitted for Extramural Review** must be categorized e.g., books, manuscripts, conference papers, etc. This document is sent as a WORD attachment along with the List of Potential Extramural Reviewers.

### **Contacting Reviewees**

Reviewees are chosen, from lists submitted by faculty, by the Associate Dean of Faculty Affairs. The coordinator contacts them by e-mail attaching the list of materials to be reviewed. Responses are received and materials sent accordingly. If the initial list of potential reviewers is exhausted, the Associate Dean will contact the department chair for another list of potential reviewers.

### **Once Reviews have been Received**

Once all four reviews are received, the coordinator of faculty affairs masks a copy for the reviewee. The reviewee is contacted and informed that a masked copy is ready for pick up. A three-day deadline for rebuttal or comment is established on the Acknowledgment of Consultation form and the masked reviews given to the reviewee. The original reviews, along with any comment or rebuttal, are forwarded to the department chair after the established deadline has passed for inclusion in the promotion review file. The department can then begin its review.

### **Binder Preparation**

Promotion and tenure binders are prepared in the Office of Faculty Affairs and include the following:

- Prior recommendations to include merit, pretenure, periodic career and previous promotion and or tenure reviews.
- Annual work plans
- CV from hiring process (if promotion and tenure review) or CV from last major positive review (if promotion to full review)
- Extramural reviews (current and from previous review)

### **August (first week)**

Promotion and/or tenure binders are forwarded to the department chair. The extramural reviews will be included if they have been received, otherwise, they will be forwarded later.

Department chair gives binder to the faculty member to add research and creative activity, service and teaching evidence.

**Note:** please add what is feasible by hole punching and adding it to the binder. You may create additional binders, if needed, but they must be labeled as to their content. Do not use boxes for loose files. Accordion folders work well for books.

Only the redacted extramural reviews will be included in the binder along with any comments and/or rebuttals submitted by the reviewee. The identity of extramural reviewers should remain anonymous to the reviewee.

### **Case Review**

Once the binder is completed, the department personnel committee reviews the file and writes its recommendation. The reviewee is then presented with the recommendation and signs and dates the Acknowledgment of Consultation form indicating he/she is aware of the established three-day deadline for comment or rebuttal.

The Acknowledgment of Consultation form is located before the tabbed sections begin with other forms pertaining to the reviewee's file. This form should be returned to this location following the reviewee's signature.

After the deadline has passed and rebuttal or comment submitted or the reviewee has waived same by submitting an e-mail for the file or recording it on the Acknowledgment of Consultation form, the file is then made available for department faculty review. Ballots are prepared and given to faculty to vote. The actual ballots should be placed in the review binder.

Once the faculty has voted, the file is forwarded to the chair for his/her review of the file. The same procedure is followed above. The chair recommendation is then given to the reviewee and she or he signs and dates the Acknowledgment of Consultation form that establishes a three-day deadline for comment or rebuttal by the department chair.

Once the deadline has passed or the reviewee waives rebuttal, the promotion and/or tenure file is forwarded to the Dean's Office for the A&S Personnel Committee to review usually around the first week of October. Following review by the A&S Personnel Committee, the file is submitted to the Dean during the last week of November. If the reviewee is a member of the graduate faculty, it is forwarded to the graduate dean for review. It is then forwarded to the Office of the Provost on or before January 15<sup>th</sup> and then to the Board of Trustees April meeting for final action.

Reviewees will receive notification of the Provost's decision prior to the April Board meeting and the notification of the Board's approval following the meeting through a letter from the President.